

SAMPLE PLAN

Contingency Plan for Wastewater Collection System

The jurisdiction's Wastewater Collection System consists of 3 lift stations, light alarm systems, and gravity sewer lines.

1. Objective of the plan

To provide normal level of service.

2. Criteria and procedures for activating the plan

To ensure that electricity flows out to one or more lift stations, the Public Works Director will assign employees to monitor the system beginning on December 31, 1999, through a night shift into January 1, 2000, on an emergency basis until it is clear that there are no problems with the operation of the system. If an employee discovers a problem, then he or she will notify the Public Works Director (or designee) via (describe primary and backup communication methods for contacting the Director) and describe the nature of the problem. If needed, the Director will notify other employees to report for duty and will assign them emergency responsibilities.

3. Roles, responsibilities, and authority

The Public Works Director will be in charge of activating and implementing this contingency plan. The Director will assign workers in the department as needed. If additional personnel are needed, the Director will have the authority to use personnel from the Parks Maintenance Dept. If the Public Works Director is unavailable, the Sewer Lead Worker will assume the responsibilities of the Director as outlined in this plan.

4. Procedures for operating during or after system failures

- **Portable Generators** — The jurisdiction has two portable generators that can operate the lift station, and all three lift stations have a generator receptacle so that they can be run by a portable generator. Based on the amount of storage in the lines and the wetwell in the vicinity of the lift stations, the Public Works Director will assign employees to transport and hook up the portable generators to the lift stations. If all three lift stations are not working, the Director will establish a schedule to rotate the two generators among the three lift stations. If necessary, the Public Works Director will try to obtain an additional generator through mutual aid agreement or rental.

- Vacuum Truck — If the generators are not able to handle the flow, the jurisdiction can pump sewage out of the lift stations with the vacuum truck. The Public Works Director will assign employees to use this truck to pump sewage.
- Tanker Truck — The jurisdiction also may be able to pump the sewage into its tanker truck. The Public Works Director will assign employees to pump sewage using this truck.
- Lift Station Bypass — Because of the topography in the vicinity of lift station#1, we would be able to establish a line to bypass that lift station. If needed, the Public Works Director will contact a contractor to construct this line. This is not an option for lift stations #2 and #3 because the distance to a manhole, which discharges into a gravity line, is too great.
- Temporary Overflows — To avoid sewer backups in citizens' houses if the above options do not handle overflow, the jurisdiction may have to establish temporary overflows from the lift stations. The jurisdiction will work with the State Environmental Protection Agency to try to minimize the use and impact of this option.
- Water restrictions — If a jurisdiction-wide or regional power outage lasts more than 24 hours, the jurisdiction will consider restricting community water usage to reduce flow of wastewater through the system.

5. Resources available to support emergency operations

- Personnel — 3 Public Works employees for most operations. If necessary, an additional 3 employees from the Parks Maintenance Department.
- Equipment — 2 portable generators and trucks to transport them; 1 vacuum truck; 1 tanker truck with pump; pipe or hose for lift station bypasses.

6. Criteria and procedures for returning to normal operations

- Restore electricity to all three lift stations.
- Disconnect any portable generators that have been connected to the lift stations.
- Remove bypass for lift station if that was constructed.
- Clean up any temporary overflows.

7. Estimated cost of the plan

- Personnel including regular, overtime, and holiday pay for three workers for a five-day period: \$2,000–\$3,000.
- Generator rental at \$100/day, 5 days: \$500. (Purchase of generator—\$30,000)
- Construction of bypass—\$500.

8. Testing the plan

Prior to December 31, 1999, the Public Works Department will provide training to its employees and the Parks Department employees on how to implement this plan.

9. Post-emergency plan

The Public Works Director will meet with the personnel who assisted in implementing the plan to determine how it worked. If necessary, changes will be made to the plan for future emergencies.

Prepared by: _____ Date: _____
Print Name

Department/Agency Head: _____ Date: _____
Signature